Research Administrative Support Assistant, Sponsored Projects Services
University at Buffalo, The State University of New York

Job Title	Research Administrative Support Assistant, Sponsored Projects Services
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 30, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/46763
Apply By Email	

Job Description

Sponsored Projects Services (SPS), within the Office of the Vice President for **Research and Economic Development** (VPRED), provides leadership in grants and contracts administration from proposal development through award closeout, working closely with UB faculty to oversee the submission of research proposals and ensure the responsible stewardship of funding received. SPS strives to offer high quality customer service.

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SPS is seeking a dynamic team player who will provide general administrative assistance for the research administration team. The primary role of the Research Administrative Support Assistant (RASA) is to assist with processing transactions in support of both financial and non-financial research activities. In this role you will be learning policies and procedures to ensure compliance, working with faculty and departmental staff to gather proposal and award information.

The RASA will be responsible for completing a variety of tasks related to pre-award and post-award and is expected to collaborate with other research administration colleagues within SPS and university units. Specific duties will vary based on current needs and activity levels; however, examples of duties include, but are not limited to:

- Review and verification of information in university business systems and internal records
- Coordinate and process non-financial research administrative activities (compliance documents)
- Review and process financial transactions (payables for externally sponsor funded accounts)
- Data curation
- Other assigned duties

Outstanding Benefits Package
Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our **benefit packages**.

About The University at Buffalo
The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo**.

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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